

**South Carolina**  
**School Food Service Program Reference Manual**  
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## **Chapter 20 – Food Production Records**

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# Chapter 20 - Food Production Records

## Purpose of Food Production Records

The food production record serves multiple purposes both prior to and following service. The food production record:

- Provides proof of compliance with federal regulations for Child Nutrition Programs (CNPs).
- Serves as a tool when planning menus and forecasting amounts by providing a record of the amount of food planned and used.
- Helps to communicate the menu to CNP staff.
- Provides valuable information for cashiers to use in determining whether a reimbursable meal has been selected under Offer versus Serve guidelines.

If desired, it may also be used to:

- Assign responsibilities for each menu item.
- Designate serving utensils for each menu item to assure correct portion sizes.
- Assign pre-preparation tasks for future menu items.
- Assign cleaning duties.
- Give instructions for handling leftovers.

## Requirement for Use

Food production records are the **only records** that demonstrate that meals and snacks served and claimed met meal requirements and are entitled to reimbursement. They are therefore required when planning and serving meals and/or snacks under any of the following programs:

- Afterschool Snack Program
- Fresh Fruit and Vegetable Program
- National School Lunch Program
- School Breakfast Program
- Seamless Summer Option
- Summer Food Service Program

Food production records must be used for salad and other theme bars, quick lines, sack lunches, meals or snacks in the classroom and other non-traditional ways of serving meals or snacks in addition to all meals and snacks served in a cafeteria. All School Food Authorities (SFAs) including public schools, charter schools, residential child care institutions (RCCIs) and private/parochial schools **must** use the South Carolina Statewide Food Production Record (Form 20-A) provided at the end of this chapter or other approved production record form. One copy of this form must be completed each day for each serving site.

All food production records must be kept on file for three years plus the current year.

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## Review of Records

During the Administrative Review (see Chapter 16 – Administrative Review (AR) in this *Program Reference Manual* for additional information), staff from the South Carolina Department of Education (SCDE) will review the SFA's records to evaluate menus and to assure compliance with federal regulations. The reviewer will look at:

- Meals served on the day of the review; and
- Menus and production records for the review day and for previously served meals.

If production records indicate that meals did not meet requirements (for example, components were missing, serving sizes were not adequate, etc.), overclaim will be assessed.

## Master Production Records

SFAs with more than one production site (i.e. several schools, each with their own kitchen) are encouraged to develop centrally planned menus and to record the menu, portion sizes, and other critical information on a master copy of the production record for each menu day. This copy can then be distributed to each production site to be completed with site-specific information such as the number of servings to prepare, quantity to prepare, leftovers, and comments. In addition to being an excellent method to communicate menu information to CNP personnel, this makes it easier for busy kitchen managers and increases the accuracy of production records.

## South Carolina Statewide Food Production Record

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## South Carolina Statewide Food Production Record Continued

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(1) Menu Items	(2) Recipe #	(3) Meal Contribution	(4) Portion Size			(5) Serving Lines				(6) Total Servings	(7) Quantity Prepared (Recipe #, lbs, #10can, ea, etc.)		(8) Start Temp &	(9) End Temp &	(10) Servings Leftover	(11) Servings Used	(12) Comments
			Student	Adult	A la Carte	1	2	3	4		Planned	Forecasted					

Food										Cooking Temperature/Time			Holding Temperature				
Fruits & Vegetables										135°F for 15 seconds			≥ 135°F				
Beef Roast, Ground Beef, Pork, Ham, Fish, Eggs										155°F for 15 seconds			≥ 135°F				
Poultry, Stuffed Foods, Soups, Casseroles, Reheated Foods, Leftovers										165°F for 15 seconds			≥ 135°F				

Meat/Meat Alternate (M/MA)

Vegetable (V) Fruit/Juice (F)

Grains/Breads (G/B)

Milk (M)

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## Instructions for Completing South Carolina Statewide Food Production Record

### Top, Left Box

1. Complete all five lines in this box (date, district name, school name, grades served, and the kitchen manager's name) **before** the menu is served.
2. The most important line is the date because information from inventory records and participation records should all match this date. List the day of the week as well as the calendar date (for example, "Tue., 4-20-10").
3. The grade levels served at the school are important because Food-Based meal pattern requirements vary by grade level (for example, "K-5, 6-8, 9-12").

### Top, Middle Box

1. Complete this box **before** the menu is served.
2. List each entrée item that will be served.
3. If all other menu items will be offered with each different entrée, only write them once. If items to be offered will vary depending on the entrée, then write the menu items to be served with each entrée under the appropriate entrée number.
4. Write **every** item on the menu that will be served as part of the **reimbursable meal** for this day. Condiments do not need to be listed here.

### Top, Right Box

1. Complete this box **after** the menu is served.
2. Indicate whether the production record is for the School Breakfast Program (SBP), National School Lunch Program (NSLP), Afterschool Snack Program (ASP), Fresh Fruit and Vegetable Program (FFVP), Summer Food Service Program (SFSP), or Seamless Summer Option (SSO) program.
3. Record the total number of:
  - Reimbursable student meals served;
  - In-kind meals served on this date (i.e. meals served at no charge to employees);
  - All other adult meals served (i.e. meals paid for by adults); and
  - Any other meals served (for example, to charter schools or Head Start).
4. Add up all of the above and record the total number of meals served on this date.

### Column 1 – Menu Items

1. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
2. Record all foods prepared and served with a reimbursable meal (including single food items and combination foods). Substitutions and additions must be indicated. If you serve a food on the menu, it must be listed in this column.
3. Do include:
  - All foods listed in the menu area in the "Top, Middle Box" of the food production record;
  - Single food items (for example, chicken strips);
  - Combination foods;
  - Condiments, if served as part of the meal (because they must be included in the nutrient analysis);
  - Desserts, if served as part of the meal (because they must be included in the nutrient analysis);
  - Leftovers (to show that enough food was prepared for that day – use "L/O" after the menu item to indicate that it is a leftover item);
  - Each individual item listed separately; For example:

Menu Items
Chicken Patty
Hamburger Bun
Roast Beef
Cheese, sliced
Hamburger Bun

Not "Chicken Fillet Sandwich" (unless you have a recipe for "Chicken Fillet Sandwich")  
Not "Roast Beef and Cheese Sandwich" (unless you have and use a recipe with a number)

- A clear description of each item. For example...
    - Pepperoni Pizza, not pizza
    - Oranges, not chilled fruit
    - Shredded, cheddar cheese, not cheese
4. Do not include:

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- A la carte items and other food and beverages that are not part of the reimbursable meal (for example, “Adult Tea”);
- 5. If you are using items such as “hamburger buns for all entrees, you can list all of the items together. You do not need to list them twice.

## Column 2 – Recipe Number

1. If the menu item was prepared using a recipe, put a checkmark in this column or, preferably, record the recipe number here.

## Column 3 – Meal Contribution

1. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
2. The Traditional Food-Based Menu Planning System, in this column you must state how the item you are serving contributes to the meal pattern requirements. Refer to Chapter 19c – Traditional Food-Based Menu Planning in the *Program Reference Manual* for information on the component contributions and portion sizes required for each age/grade group. State the:

Component	Unit of Measure	Example for Column
Milk	(M) in ounces	M = 8 oz
Meat/Meat Alternate	(M/MA) in ounces	M/MA = 2 oz
Vegetables	(V) in cups	V = 1/2c
Fruits/Juice	(F) in cups	F = 1/2c
Grain/Bread	(G/B) in equivalents	G/B = 2

3. Some menu items (for example, Beef Pizza) may be counted toward more than one component. If you want it counted, you must list each meal contribution in this column (for example, M/MA = 2 oz, V = 1/2, F = 1/2 c, G/B = 2).
4. Note that the meal contribution of a food isn't necessarily the same as the serving size. For example, 1.6 ounces of ham is equal to 1 ounce of countable ham (i.e. 1 oz M/MA).
5. Do not record anything in this column for condiments or for desserts that may not be credited.

## Column 4 – Portion Size

1. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
2. State the portion size planned. List the portion size in terms that clearly describe the contribution of the menu item to the Food-Based meal pattern.

Component	Unit of Measure	Example for Column
Milk	In ounces	1 ea
Meat/Meat Alternate	In ounces	1 ea or 1 svg (serving)
Vegetable	In cups or scoops	1 ea / #16 or 1 ea
Fruit/Juice	In cups or scoops	1 ea / #16 or 1 ea
Grain/Bread	In ounces or “each”	1 ea
Condiments	In ounces or “each”	3 ea
– give a range if appropriate		

3. All schools that are using “Offer versus Serve” may plan less than the enrollment if students are expected to choose some but not all menu items. Use historical data to adjust production from one menu service to another.
4. The number of servings planned should be on an item by item basis for students, adults, and A la Carte.

Portion Size		
Student	Adult	A la Carte
1 ea	1 ea	1 ea
250	10	5

## Column 5 – Serving Lines

1. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
2. Put a checkmark (✓) or (X) under each serving line number where the menu item will be served.

## Column 6 – Total Servings Planned

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1. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
2. Add student, adult (including in-kind meals), and A la Carte (special sales) servings together on an item by item basis to complete this column. Note that these numbers serve as the basis for the "Forecasted" amount under "Column 7 – Quantity Prepared."

## Column 7 – Quantity Prepared

1. This column indicates the amounts of food prepared in pounds (lbs), ounces (oz), #10 cans, each (ea) or a recipe number times the number of servings (for example, you need 200 servings and the Recipe # D-32 yields 100 servings, your entry would be Recipe D-32 x 2 ). When in doubt as to how to list a particular food with regard to purchase units, check to see how the food is listed in the *Food Buying Guide for Child Nutrition Programs*.
2. **Forecasted**
  - a. Complete this column **before** the menu is served and preferably **before** food for the menu is ordered.
  - b. State the amount of food (in purchased unites, pounds, cans, cases, etc.) that must be prepared in order to provide the total number of servings planned (as listed in Column 6 – Total Servings Planned).
  - c. Always plan enough to meet the expected number of servings and plan a little more, never less.
  - d. List the pack size and what you are planning to serve or list the recipe number times the number of times you will make the recipe, (for example, you need 200 servings and the Recipe # D-32 yields 100 servings, your entry would be Recipe D-32 x 2).
3. **Actual**
  - a. Complete this column **after** the menu is served.
  - b. If the amount forecasted does not equal the amount prepared, calculate and record the difference in this column. If the amount forecasted equals the amount prepared, this column may be left blank.

## Column 8 – Start Temp & Time

1. Record the temperature of each potentially hazardous food at the beginning of the serving period prior to placing the food on the serving line and the time at which each temperature was taken.

## Column 9 – End Temp & Time

1. Record the temperature of each potentially hazardous food at the end of the serving period and the time at which each temperature was taken. If there are no leftovers to take the temperature of, this column may be left blank.

## Column 10 – Servings Leftover

1. Record the amount of food that was prepared but that was not served to customers. Numbers in this column should be explained in Column 12 – Comments.

## Column 11 – Servings Used

1. Record the number of portions served to customers. Count each serving/portion as one serving regardless of the serving size. (That is, a serving size specified for a kindergarten student and a serving size specified for an adult each count as one serving.)

## Column 12 – Comments

1. Record any changes or substitutions made in the menu. Include any special circumstances or situations. Provide clarification of any information necessary in this column.

## Additional Notes

1. Amounts taken from your inventory should accurately reflect what is on your daily food production record.
2. The amount of items such as hot dogs, hamburgers, etc. should reasonably match the number of buns withdrawn that day.
3. If you forget to take something off your usage, you can take it off your inventory the next day.